

June 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Retrofit invoices to BSC by Noon No more requests to close FY 14 blanket orders	3	4 President's Cabinet and President's Council Mtgs	5	6 Accrual Entries to Controllers Office 5PM	7
8	9 Monthend Close Complete Banner Sumry Rpts Avail Cabinet Rpts Dist to Fin Dir Finance Leadership Team	10	11	12	13	14
15	16 Monthend Variance Explanations due to Jeremy	17 Other Reports for Cabinet Packet due to Jeremy	18 President's Cabinet and President's Council Mtgs	19 Cabinet Report to Jan	20 Schedule G's due to BP&A Physical Inventory Count	21
22	23	24 P-Card cycle closes	25 Finance Communication Mtg Retrofits and TERs due to BSC to be entered for FY 14	26 P-Card Receipts due to BSC	27	28
29	30 P-Card Final Approval					